

## LOUISIANA NATIONAL GUARD HUMAN RESOURCES OFFICE

### Air Active Guard Reserve (AGR) Vacancy

ANNOUNCEMENT NO: 007-16

OPENING DATE: 6 May 2016

CLOSING DATE: 26 May 2016

UMDA POSITION TITLE: Recruiting and Retention Superintendent

UMDA MAX AUTH GRADE: SMSgt/E8

DUTY AFSC: 8R300

**AREA OF CONSIDERATION:** Current enlisted members in the Louisiana Air National Guard

#### **OCCUPATIONAL REQUIREMENTS:**

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required. **This resource is funded to the position.**

#### **QUALIFICATION REQUIREMENTS:**

- Compatible AFSC: 8R100, 8R200
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- Minimum acceptable grade: **MSgt/E7** promotable to: **SMSgt/E8**
- **Must have completed the Senior Noncommissioned Officer Academy (SNCOA)**
- **Must have performed duties as a Recruiting Office Supervisor (ROS), a Retention Office Manager (ROM), Recruiting and Retention NCO (RRNCO), or any combination of the three, for a minimum of 24 months prior to assuming the RRS position.**
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909,

*Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

- Completion of Recruiting and Retention Superintendent 101 Course within one year of assignment is mandatory.

### **KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:**

1. Knowledge of the organization, mission and operation of the Air National Guard, in general. Knowledge of Air National Guard entitlements and benefits.
2. Experience and knowledge of the methods and techniques of sales, public relations, recruiting internally and externally, including the use of newspapers, radio, and television.
3. Experience and ability to speak clearly and effectively to persons of all management levels both military and civilian audiences.
4. Experience and knowledge of developing and implementing operational budgets. Knowledge of expending military funds.
5. Demonstrated ability of performing as a self-starter and capable of accomplishing multiple tasks, simultaneously, and meeting deadlines. Must be highly self-motivated, well organized, creative and able to produce with minimal supervision.
6. Ability and willingness to work a varied work schedule with often long hours and perform duty at various recruiting events and locations. Events include state and municipal ceremonies, exhibits, fairs, diversity job fairs, high school recruiting programs, parades and sporting events. Evenings and weekends can be required, often with little advance notice.

### **SUMMARY OF DUTIES:**

Principal administrator in the state for ANG programs associated with the recruitment and retention of military members. Serves as the state-level single point of contact for NGB Recruiting and Retention (R&R) issues. State-wide manager and Subject-Matter-Expert on all R&R programs. Advises state/wing/unit/GSU R&R staff and leadership to assist in overcoming recruiting and retention obstacles and shortfalls. Provides oversight, development and implementation of plans, policies and procedures. Ensures effective operation of state R&R programs as outlined in applicable instructions and higher headquarters publications and directives. Communicate R&R goals to all levels throughout the military structure. Performs other duties as assigned.

### **EVALUATION PROCESS:**

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

## **APPLICATION PROCEDURES:**

- NGB Form 34-1 (**clearly print your e-mail address on top of form and/or include in resume**)
- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- Two full length photographs (snapshots acceptable)
- (1) one in service dress
- (2) one in light blue shirt/blouse long or short sleeves.
- Copy of valid state driver's license.
- Copy of last three performance reports showing an overall EPR rating of 5.
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- Copy of latest Periodic Health Assessment (PHA) date within 1 year.
- Copy of last two fitness tests showing a score 80 or above, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months.

**LOCATION: JFHQ LA ANG, JACKSON BARRACKS, LA**

## **ADDITIONAL INFORMATION**

**\*\*\*If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement\*\*\***

**\*\*\*LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336\*\*\***

## **How to Apply**

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: [cassie.l.ellis.mil@mail.mil](mailto:cassie.l.ellis.mil@mail.mil) in a PDF file, NLT close of business (1600 hrs) on closing date. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.